

# TENTATIVE AGENDA FOR REGULAR SESSION MEETING JANUARY 21, 2020, 7:00 P.M.

## 1. CALL TO ORDER

## 2. ROLL CALL

Santiago\_\_ Pepitone\_\_Parent\_\_Udalovas\_\_Cooper\_\_

## 3. INVOCATION AND SALUTE TO THE FLAG

Reverend Merki from Millville Church of the Nazarene to deliver the invocation followed by the Salute to the Flag.

## 4. OPEN PUBLIC MEETINGS STATEMENT BY MAYOR MICHAEL SANTIAGO

"This meeting is being conducted in accordance with the Open Public Meetings Act of 1975, was advertised, posted, and made available to the public as required by Statute. The Municipal Clerk is directed to include a statement in the minutes of this meeting."

## 5. CITY CLERK TO REVIEW CHANGES TO THE AGENDA

## 6. BILLS

Motion-

Second-

Pepitone\_\_ Parent \_\_ Udalovas \_\_ Cooper \_\_ Santiago \_\_

## 7. MINUTES

Motion to approve and dispense with the reading of the following minutes and to proceed with the regular order of business:

### **December 31, 2019:**

End of the Year Meeting

### **January 2, 2020:**

Reorganization Meeting:

Closed Session

Motion-

Second-

Pepitone\_\_ Parent \_\_ Udalovas \_\_ Cooper \_\_ Santiago \_\_

## 8. PRESENTATIONS

### **8.I.** Presentation Item (01)

Certificates of Appreciation to be presented to Millville Urban Redevelopment Corporation members

### **8.II.** Presentation Item (02)

Certificate of Appreciation to Alex Craig Brown, Eagle Scout

### **8.III.** Presentation Item (03)

Chief Farabella to present Certificates of Appreciation to Active Shooter Drill Participants and PAL

**8.IV. Presentation Item (04)**

Samantha Cruz, Manager of Parks and Grounds, to present the 2019 Holiday Lighting Awards and announce the winners of the Holiday Coloring Contest

**9. PUBLIC COMMENT ON AGENDA ITEMS ONLY**

**10. OLD BUSINESS**

**11. PETITIONS & LETTERS**

**11.I. Petitions And Letters Item (01)**

Letter of Resignation from Diane Risdon as a Regular Member of the Millville Planning Board

Motion:

Second:

Pepitone\_\_Parent\_\_Udalovas\_\_Cooper\_\_Santiago\_\_

Documents:

[RESIGNATION- RISDON.PDF](#)

**11.II. Petitions And Letters Item (02)**

Letter from Mayor Santiago appointing Jay Laubengeyer a Regular Member of the Millville Planning Board to fill the unexpired term of Diane Risdon with said term expiring November 8, 2020

Motion:

Second:

Pepitone\_\_Parent\_\_Udalovas\_\_Cooper\_\_Santiago\_\_

Documents:

[LETTER OF APPTMNT LAUBENGEYER.PDF](#)

**11.III. Petitions And Letters Item (03)**

Letter from Mayor Santiago reappointing Ed Gallagher as a member of the Millville Planning Board with term expiring December 8, 2024

Motion:

Second:

Pepitone\_\_Parent\_\_Udalovas\_\_Cooper\_\_Santiago\_\_

Documents:

[REAPPTMNT GALLAHER.PDF](#)

**12. REPORTS OF COMMISSIONERS**

**13. COMMISSIONER COOPER**

**14. COMMISSIONER PEPITONE**

**14.I. Commissioner Pepitone Item (01)**

- 1) Fire Report for the Year 2019
- 2) Fire Report for the month of December 2019
- 3) Fire Inspection Report for the Year 2019
- 4) Fire Inspection Report for the month of December 2019
- 5) Police Department Report for the month of December 2019

Motion-

Second-

Pepitone \_\_\_ Parent \_\_\_ Udalovas \_\_\_ Cooper \_\_\_ Santiago \_\_\_

Documents:

[2019 YEAR END FIRE CALLS.PDF](#)  
[DECEMBER 2019 FIRE REPORT.PDF](#)  
[2019 INSPECTION TOTALS.PDF](#)  
[DECEMBER 2019 INSPECTIONS.PDF](#)  
[DECEMBER 2019 MPD COMMISSION STAT REPORT.PDF](#)

## 15. COMMISSIONER UDALOVAS

### 15.I. Commissioner Udalovas Item (01)

1) Summary of Annual Reorganization of the City of Millville Planning Board and Zoning Board of Adjustment

2) 2019 Annual Zoning Board Report

Motion-

Second-

Pepitone \_\_\_ Parent \_\_\_ Udalovas \_\_\_ Cooper \_\_\_ Santiago \_\_\_

Documents:

[2019 ANNUAL REPORT PACKAGE.PDF](#)

## 16. VICE -MAYOR PARENT

### 16.I. Vice Mayor Parent Item (01)

Tax Collector's Report for the month of December 2019

Motion-

Second-

Pepitone \_\_\_ Parent \_\_\_ Udalovas \_\_\_ Cooper \_\_\_ Santiago \_\_\_

Documents:

[TAX COLLECTORS REPORT FOR DECEMBER 2019.PDF](#)

## 17. MAYOR SANTIAGO

### 17.I. Mayor Santiago Item (01)

Streets and Roads Report for the month of December 2019.

Motion-

Second-

Pepitone \_\_\_ Parent \_\_\_ Udalovas \_\_\_ Cooper \_\_\_ Santiago \_\_\_

Documents:

[STREETS AND ROADS REPORT 12-2019.PDF](#)

## 18. ORDINANCES 2ND READING

### 18.I. Ordinances 2nd Reading Item (01)

Ordinance amending Section 2-69 of the Municipal Code to amend existing titles minimum and maximum compensation for the following:

<u>Title</u>	<u>Minimum</u>	<u>Maximum</u>
Secretarial Assistant	\$25,000.00/yr	\$57,000.00/yr

School Traffic Guard/ PT            \$11.00/hr            \$15.00/hr

Motion:  
Second:  
(Public Hearing)  
Pepitone\_\_\_Parent\_\_\_Udalovas\_\_\_Cooper\_\_\_Santiago\_\_\_

Documents:

[ORD -2020 SALARY ORDINANCE.PDF](#)  
[PN- SALARY ORDINANCE.PDF](#)

## **19. ORDINANCES 1ST READING**

### **19.I. Ordinances 1st Reading Item (01)**

Ordinance to repeal and replace Chapter 30 Land Use of the City of Millville Municipal Code in its entirety

Motion-  
Second-  
Pepitone\_\_\_Parent\_\_\_Udalovas\_\_\_Cooper\_\_\_Santiago\_\_\_

## **20. CONSENT AGENDA ITEMS**

All matters listed under the Consent Agenda are considered to be routine and non-controversial by the Board of Commissioners and will be approved by one motion. There will be no separate discussion of these items unless a governing body member so requests, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

### **20.I. Resolution Item (CA1)**

Resolution authorizing the Tax Collector to complete an application to participate in the Electronic Tax Sale Program and submit same to the Director of the Division of Local Government Services

Documents:

[RES- AUTHORIZE PRTCPTN IN ELECTRONIC TAX SALE.PDF](#)

### **20.II. Resolution Item (CA2)**

Resolution approving Towing Operators License Application for the period covering January 1, 2020 thru December 31, 2021 for the following applicant:  
A-1 Towing Inc.

Documents:

[RES -2020 A-1 TOWING.PDF](#)

### **20.III. Resolution Item (CA3)**

Resolution approving Military leave of absence and payment of pay differential due to a call up of active military duty in the Air Force for Brian Day for the period covering December 15, 2019- April 04, 2020

Documents:

[RES MILITARY LEAVE - B. DAY - APRIL \(003\).PDF](#)

**20.IV.** Resolution Item (CA4)

Resolution approving Towing Operators License Application for the period covering January 1, 2020 thru December 31, 2021 for the following applicant:  
Rock Towing LLC

Documents:

[RES -2020 ROCK TOWING LLC.PDF](#)

**20.V.** Resolution Item (CA5)

Resolution approving Towing Operators License Application for the period covering January 1, 2020 thru December 31, 2021 for the following applicant:  
Ruly'n's Garage LLC

Documents:

[RES -2020 RULYNS GARAGE LLC.PDF](#)

**20.VI.** Resolution Item (CA6)

Resolution authorizing the submission of a strategic plan for the Millville Municipal Alliance Grant to the Governor's Council on Alcoholism and Drug Abuse to the County of Cumberland for the period covering Fiscal Year 2021 in the amount of:

DEDR	\$ 35,318.00
Cash Match	\$ 8,829.50
In-Kind	\$ 26,488.50

Documents:

[RES MUNICIPAL ALLIANCE FY2021.PDF](#)

**20.VII.** Resolution Item (CA7)

Resolution authorizing adjustments to the Tax and Utility Records

Documents:

[RES- TAX UTILITY.PDF](#)

**20.VIII.** Resolution Item (CA8)

Resolution approving request for Performance Guarantee Release as submitted by the City Engineer and conditional upon receipt of maintenance bond as required by city ordinance and N.J.S.A. 40:55D-53 (Municipal Land Use Law) for the release of Sherwood Forest Estates performance guarantee in the amount of \$190,159.80 associated with Sherwood Estates/Dumont Drive Major Subdivision

Documents:

[RES SHERWOOD ESTATES-BOND RELEASE.PDF](#)  
[ENGR LETTER PERFORMANCE GUARANTEE RELEASE.PDF](#)

**20.IX.** Resolution Item (CA9)

Resolution authorizing the Tax Collector to issue a duplicate Tax Sale Certificate No. 09-00038 comprising of a lien on property known as Block 94 Lot 5 due to the original certificate being lost by the owner who signed an affidavit swearing to same.

Documents:

[RES DUPLICATE TAX SALE CERT 09-00038 .PDF](#)

- 20.X.** Resolution Item (CA10)  
Resolution authorizing transfers be made to various Tax Records

Documents:

[RES TAX RECORDS TRANSFERS.PDF](#)

- 20.XI.** Resolution Item (CA11)  
Resolution authorizing Electronic Tax Sale Service Agreement between the City of Millville and ROK Industries, Inc. d/b/a NJ Taxlieninvestor.com for internet-based electronic processing of bid information related to auction sale of tax lien certificates

Documents:

[RES - ELECTRONIC TAX SALE.PDF](#)

- 20.XII.** Resolution Item (CA12)  
Resolution approving a Discharge of Mortgage executed by Elizabeth Cocking for property located at 710 N 4th Street, Block 331, Lot 7

Documents:

[RES- DISCHARGE OF MORTGAGE COCKING.PDF](#)

- 20.XIII.** Resolution Item (CA13)  
Resolution approving a Discharge of Mortgage executed by Stephen F. Craig and Patricia L Craig for property located at 550 Columbia Ave, Block 352, Lot 36

Documents:

[RES- DISCHARGE OF MORTGAGE CRAIG.PDF](#)

- 20.XIV.** Resolution Item (CA14)  
Resolution approving a Discharge of Mortgage executed by Barry Michael DeLeon for property located at 9 North Park Avenue, Block 100, Lot 26

Documents:

[RES- DISCHARGE OF MORTGAGE DELEON.PDF](#)

- 20.XV.** Resolution Item (CA15)  
Resolution authorizing Water/Sewer Termination on January 13, 2020 due to failure to comply with the utility ordinance pursuant to Section 56-18 of the Municipal Code

Documents:

[RES WATER SEWER TERMINATION 1.21.20.PDF](#)

- 20.XVI.** Resolution Item (CA16)  
Resolution approving a Discharge of Mortgage executed by Joan Griffiths for property located at 2411 Shelburn Rd, Block 506, Lot 4

Documents:

[RES- DISCHARGE OF MORTGAGE GRIFFITHS.PDF](#)

- 20.XVII.** Resolution Item (CA17)  
Resolution approving a Discharge of Mortgage executed by Angel L. Moreno and Carmen M. Moreno for property located at 808 North 5th Street, Block 317, Lot 16

Documents:

[RES- DISCHARGE OF MORTGAGE MORENO.PDF](#)

- 20.XVIII.** Resolution Item (CA18)  
Resolution approving a Discharge of Mortgage executed by Joseph Plowman and Carol Plowman for property located at 111 East Vine Street, Block 363, Lot 5

Documents:

[RES- DISCHARGE OF MORTGAGE PLOWMAN.PDF](#)

- 20.XIX.** Resolution Item (CA19)  
Resolution authorizing the City of Millville to apply for and obtain a grant from the Cumberland County Complete Count Committee for approximately \$4,000 to carry out a project to reach hard-to-count City residents for the Census 2020 count

Documents:

[RES CENSUS 2020 GRANT APP .PDF](#)

- 20.XX.** Resolution Item (CA20)  
Resolution reappointing Sharlene Johnson as Alternate No. II member of the Millville Zoning Board of Adjustment with a term expiring January 2, 2022

Documents:

[RES ZONING BD JOHNSON.PDF](#)

- 20.XXI.** Resolution Item (CA21)  
*Resolution approving request for Performance Guarantee Release as submitted by the City Engineer in compliance with N.J.S.A. 40:55D-53 (Municipal Land Use Law) for NJ Motorsports Park, LLC, to release their performance guarantee in the amount of \$11,000.00 associated with storm water basin C repairs and modifications near the Thunderbolt track paddock area on Block 125.03, Lot 1*

Documents:

[RES PERFORMANCE GUARANTEE RELEASE NJMP.PDF](#)  
[125.03\\_0001.00\\_2019 PERFORMANCE GUARANTEE RELEASE MEMO.PDF](#)

**20.XXII.** Resolution Item (CA22)

*Resolution authorizing Grant Application to the New Jersey Department of Community Affairs, Division of Local Government Services for Local Efficiency Achievement Program (LEAP) Challenge Grant Funding*

**21. MOTION TO APPROVE CONSENT AGENDA ITEMS**

Motion to approve all items on the Consent Agenda

Motion-

Second-

Pepitone \_\_\_ Parent \_\_\_ Udalovas \_\_\_ Cooper \_\_\_ Santiago \_\_\_

**22. RESOLUTIONS**

**22.I.** Resolution Item (01)

Resolution authorizing Shared Services Agreement between the City of Millville and the County of Cumberland Office on Aging for Meals on Wheels Program in the amount of \$6,900.00 for the period covering January 1, 2020 through December 31, 2020

Motion-

Second-

(Certification of Funds)

Pepitone \_\_\_ Parent \_\_\_ Udalovas \_\_\_ Cooper \_\_\_ Santiago \_\_\_

Documents:

[RES SSA MEALS ON WHEELS 2020.PDF](#)

**22.II.** Resolution Item (02)

Resolution authorizing First Amendment to professional services contract with Pennoni Associates adopted by Resolution No. 30-2019 on January 15, 2019 to act as Consulting Engineer for the purpose of increasing amount of contract from \$50,000.00 to \$60,000.00

Motion-

Second-

(Certification of Funds)

Pepitone \_\_\_ Parent \_\_\_ Udalovas \_\_\_ Cooper \_\_\_ Santiago \_\_\_

Documents:

[RES PENNONI.1ST AMENDMENT.011420.DOC.PDF](#)

**22.III.** Resolution Item (03)

Resolution authorizing award of professional service contract to CME Associates for Planning Consultant Services in an amount not to exceed \$5,000.00

Motion-

Second-

(Certification of Funds)

Pepitone \_\_\_ Parent \_\_\_ Udalovas \_\_\_ Cooper \_\_\_ Santiago \_\_\_

Documents:

[RES 2020 PLANNING CONSULTANT CME.PDF](#)

**22.IV.** Resolution Item (04)

Resolution authorizing First Amendment to Shared Services Agreement with the Cumberland County Improvement Authority and the City of Millville for Fleet Maintenance services for the purpose of increasing the not to exceed amount of \$2,000.00 plus the cost of parts to the new not exceed amount of \$10,000.00

Motion-

Second-

(Certification of Funds)

Pepitone \_\_\_ Parent \_\_\_ Udalovas \_\_\_ Cooper \_\_\_ Santiago \_\_\_

Documents:

[RES. 1ST AMNDMNT TO SSA CCIA FLEET MAINT SVCS .PDF](#)

**22.V.** Resolution Item (05)

Resolution authorizing the purchase of IT Management Services from SHI International through the NJ School Board Association Cooperative Purchasing System for the annual cost in the amount of \$80,400.00 for the period January 1, 2020 thru December 31, 2020

Motion-

Second-

(Certification of Funds)

Pepitone \_\_\_ Parent \_\_\_ Udalovas \_\_\_ Cooper \_\_\_ Santiago \_\_\_

Documents:

[RES- COOPPRCHS IT MANAGEMENT SRVCS.PDF](#)

**22.VI.** Resolution Item (06)

Resolution authorizing the purchase of a Door Access Control System from SHI International Corporation through State Contract for Millville City Hall in the amount of \$7,861.45

Motion-

Second-

(Certification of Funds)

Pepitone \_\_\_ Parent \_\_\_ Udalovas \_\_\_ Cooper \_\_\_ Santiago \_\_\_

Documents:

[RES -COOPPRCHS DOOR ACCESS CITY HALL.PDF](#)

**22.VII.** Resolution Item (07)

Resolution authorizing the purchase of a 2020 Chevrolet Tahoe vehicle with Options from Hertrich Fleet Services through State Contract for the City of Millville EMS Department in the amount of \$34,477.44

Motion-

Second-

(Certification of Funds)

Pepitone \_\_\_ Parent \_\_\_ Udalovas \_\_\_ Cooper \_\_\_ Santiago \_\_\_

Documents:

[RES -STATE CONTRACT EMS- 2020 TAHOE.PDF](#)

**22.VIII.** Resolution Item (08)

Resolution authorizing the purchase of three (3) 2020 Police Interceptor Utility, All Wheel Drive vehicles with options from Chas. S. Winner, Inc. through State Contract

for the Police Department in the amount of \$95,361.00  
Motion-  
Second-  
(Certification of Funds)  
Pepitone \_\_\_ Parent \_\_\_ Udalovas \_\_\_ Cooper \_\_\_ Santiago \_\_\_

Documents:

[RES -STATE CONTRACT POLICE VEHICLES.PDF](#)

**22.IX.** Resolution Item (09)

Resolution approving change order proposal for VOIP Phone Service with SHI Internation Corporation through the Omnia Partners Cooperative Purchasing System for an additional amount of \$3,051.24 increasing the annual cost in the amount of \$45,028.80

Motion-  
Second-  
(Certification of Funds)  
Pepitone \_\_\_ Parent \_\_\_ Udalovas \_\_\_ Cooper \_\_\_ Santiago \_\_\_

Documents:

[RES - AMEND VOIP CONTRACT 1-21-2020.PDF](#)

**22.X.** Resolution Item (10)

Resolution approving a professional service contract through a fair and open process with OceanFirst Bank for banking services for the period covering February 1, 2020 through January 1, 2022

Motion-  
Second-  
Pepitone \_\_\_ Parent \_\_\_ Udalovas \_\_\_ Cooper \_\_\_ Santiago \_\_\_

Documents:

[RESOLUTION-CY20-21 BANKING SERVICES.PDF](#)  
[AWARD BANKING SERVICES 2020 - 2021.PDF](#)

**22.XI.** Resolution Item (11)

Resolution authorizing award of contract through the Sourcewell Cooperative Purchase System to Cascade Engineering for purchase, assembly and delivery of 18,800 Trash and Recycling Containers in the amount of \$918,100.00

Motion-  
Second-  
(Certification of Funds)  
Pepitone \_\_\_ Parent \_\_\_ Udalovas \_\_\_ Cooper \_\_\_ Santiago \_\_\_

Documents:

[RES -COOPERATIVE PURCHASE TRASH CANS.PDF](#)

**22.XII.** Resolution Item (12)

Resolution authorizing award of contract through a fair and open process to DM Medical Billings, Gibbsboro, NJ to provide EMS Ambulance Billing Service for 3.9% of the amount collected by the City of Millville for claims billed by vendor

Motion-  
Second-

(Certification of Funds)

Pepitone \_\_\_ Parent \_\_\_ Udalovas \_\_\_ Cooper \_\_\_ Santiago \_\_\_

Documents:

[REC- EMS BILLING SERVICES.PDF](#)

**22.XIII. Resolution Item (13)**

*Resolution authorizing a professional service contract with Municipal Code Enforcement to provide Electrical Subcode Official services in an amount of \$2,200.00 for the period covering January 21, 2020 to December 31, 2020*

Motion-

Second-

(Certification of Funds)

Pepitone \_\_\_ Parent \_\_\_ Udalovas \_\_\_ Cooper \_\_\_ Santiago \_\_\_

Documents:

[RES- MCE- ELECTRICAL SUBCODE OFFICIAL.PDF](#)

**23. NEW BUSINESS**

**23.I. New Business Item (01)**

Motion to authorize the following Special Event on Public Lands Applications:

a) Adult Slow-Pitch Softball Tournament sponsored by the USA Softball Adult Team on May 30, 2020 9:00 am

thru 9:00 pm located at the Rob Shannon Softball Fields.

Motion:

Second:

Pepitone\_\_Parent\_\_Udalovas\_\_Cooper\_\_Santiago\_\_

**23.II. New Business Item (02)**

Motion to authorize the City Clerk to advertise for Request for Proposals (RFP) for "Medical Director of the City of Millville Emergency Medical Services" with said proposals to be returned to the Purchasing Board on February 20, 2020 at 10:00 a.m.

Motion-

Second-

Pepitone \_\_\_ Parent \_\_\_ Udalovas \_\_\_ Cooper \_\_\_ Santiago \_\_\_

Documents:

[2020 RFP FOR MEDICAL DIRECTOR EMS .PDF](#)

**24. PUBLIC COMMENT PORTION**

"We have now reached the public comment portion of our meeting. Anyone who would like to address the Commission, please go to the podium, state your name and address your concerns. Please limit your comments to approximately 5 minutes."

Open Public Portion

Close Public Portion

Comments by Commissioners

**25. ADJOURN**

Motion-

Second-

